

FREQUENTLY ASKED QUESTIONS FOR ECF PHASE 1

Q: What are the ECF Phase 1 requirements?

A: There are two basic requirements: First, the you must be able to electronically create and submit PDF documents via PACER. Second, the you must attach the electronic document receipt to the top of the paper document that is filed with the court.

Q: What about documentation?

A: Our web site [HTTP://WWW.GAMB.USCOURTS.GOV](http://WWW.GAMB.USCOURTS.GOV) has an "ECF Phase 1 Information" page with links to a brochure, documentation, instructions for setting up Adobe 6.0, and other information.

Q: Is participation optional?

A: No. Effective August 1, 2004, this court required attorneys to send an electronic copy of all paper documents that they intend to file with the court. In order to insure the success of ECF Phase 1, as well as future implementation of CM/ECF, it is mandatory that all attorneys comply. At the present time, paper documents will not be rejected due to the lack of an electronic copy.

Q: Are filing dates and fees affected?

A; No. Remember: electronic documents do not constitute the official record at this time. Filing dates and fees continue to be based on when the paper document is received at the court.

Q:What kind of password do I need to submit an electronic copy (pdf) to your Court?

A: You use your PACER login/password.

Q:How do I get a Pacer account?

A: You go to the pacer website at pacer.psc.uscourts.gov. They accept email requests for a new login/passwords and will respond within 24 hours.

Q:What is the website address for filing electronic copies of my document?

A: Our web address for general information is www.gamb.uscourts.gov. To file an electronic copy of your document, go to the PACER website at pacer.uscourts.gov

Q:How do I submit an electronic copy (pdf) for the document I want to file?

A: Currently, we do not accept electronic filings; just electronic copies of the document you wish to file. The document is not considered filed until the paper has been received by the Court. For detailed, written instructions on how to file an electronic copy (pdf), view the link on our website called ECF Phase 1 Information. Or follow the below less detailed instructions,

Once in PACER, enter the case number, do search, choose "Submit an Electronic Image", then Select a document type. Click the "Browse" button and select the document file from your computer. Click open, then continue, then OK. NOTE: Documents must be in Adobe PDF version 5 compatible format. If the file you've submitted is accepted then a confirmation screen with an informational message will be displayed. Then you MUST print a copy of the electronic document receipt screen and send it along with the paper version of the document.

Q:How do I submit electronic copies (pdf's) for new cases that haven't been assigned a case number?

A: You use 00-00000 in the case number field for all new cases.

Q: What should I do if PACER is down for an extended period of time, and therefore, I am unable to submit an electronic copy of my document?

A: Submit your paper document as usual without the electronic document receipt. It is not necessary to delay the filing of a document if you are having technical difficulties with PACER.

Q: What should I do if I have a document to file and I'm not currently set up to file an electronic copy?

A: You should file the paper document with the Court as you always have. It is not necessary to delay the filing of a document while you take steps to obtain the necessary equipment, software, and documentation to file electronic copies of your documents.

Q:Will I have to upgrade my Adobe 5.0 to Adobe 6.0?

A: You will not have to upgrade to 6.0. Adobe 5.0 will work too. However, if you do have 6.0, you will need to make changes to the application so that any pdf's you create will be compatible with 5.0 and 4.0. See instructions for doing so on our website.

Q: Aren't CM/ECF and ECF Phase 1 the same?

A: No. CM/ECF is a national application and we plan to go live Fall 2005. ECF Phase 1 is the locally developed application in use right now. CM/ECF requires individual local court accounts for all customers while ECF Phase 1 makes use of a customer's PACER account. Paper documents are still required with ECF Phase 1 but will not be with CM/ECF. With ECF Phase 1 the paper document is still the official record. With CM/ECF the electronic document will be the official record.

Q: When will we be going live on CM/ECF?

A: Current plans call for us to go live Fall 2005.